

## REQUEST FOR EMPLOYEE RELOCATION

<b>Agency:</b>			<b>Travel Order Number:</b>		
<b>Division:</b>			<b>Social Security Number:</b>		
<b>Employee's Name:</b>			<b>Agency Contact:</b>		
<b>Job Title:</b>			<b>Email:</b>		
			<b>Phone:</b>		
<b>Type:</b> (check one)	<input type="checkbox"/> New hire employee		<input type="checkbox"/> Transfer from another federal agency		
	<input type="checkbox"/> Other _____		<input type="checkbox"/> Current federal employee (transferring within Agency)		
<b>Relocating From:</b>					
<b>Relocating To:</b>					
<b>Effective Date:</b>					
<b>Immediate Supervisor at New Location:</b>					
<b>Current Home Address:</b>					
<b>Mailing Address (if different):</b>					
<b>Home Phone Number:</b>			<b>Work Phone Number:</b>		
<b>Mobile Number:</b>			<b>Fax Number:</b>		
<b>Email Address:</b>					
<b>Funding Information:</b>	<i>Fund:</i> _____ <i>FY of Appropriation:</i> _____				
	<i>Cost Center:</i> _____ <i>Other Special Accounting:</i> _____				
	If you have authorized any of the following discretionary items for the traveler, check each in the list below:				
	<b><u>Transfer/IPA Domestic/International</u></b>				
	<input type="checkbox"/> Temporary Quarters Subsistence Old Station (TQ) - <input type="checkbox"/> Cash/travel card advance				
	<input type="checkbox"/> Temporary Quarters Subsistence New Station (TQ) - <input type="checkbox"/> Cash/travel card advance				
	<input type="checkbox"/> Use of multiple POVs				
	<input type="checkbox"/> Shipment of POV, mobile home, or boat				
	<input type="checkbox"/> Property management services				
<b>For Approving Officials:</b>	<b><u>Transfer Domestic (only)</u></b>				
	<input type="checkbox"/> House hunting, per diem and transportation - <input type="checkbox"/> Cash/travel card advance				
	<input type="checkbox"/> Relocation services (Home sale assistance)				
	<input type="checkbox"/> Home marketing incentives				
	<b><u>All International (only) Foreign Transfer Allowances</u></b>				
	<input type="checkbox"/> Fixed - Miscellaneous Expense Portion				
	<input type="checkbox"/> Wardrobe Portion (Zone 1/3 transfers only)				
	<input type="checkbox"/> Predeparture Subsistence Expense Portion				
	<input type="checkbox"/> Lease Penalty Expense Portion				
<b>Division or Budget Approval:</b>	<i>Signature of Division/Budget Approving Official</i>				
	<i>Name:</i>		<i>Title:</i>		
<b>Approval:</b>	<i>Signature of Approving Official</i>				
	<i>Name:</i>		<i>Title:</i>		